

25X1A

Trip Report

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Those in attendance:

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A meeting was held in Bill F's office to discuss current status of the [redacted]. The reasons for abandoning the project to build a new building at the site were briefly reviewed. We informed Bill F. that we had asked for equipment to be delivered as early as March 1961 to the building although we did not feel there would be reason to occupy prior to July or perhaps August. He feels the building will be completed on a schedule permitting March occupancy if this becomes essential.

Considerable time was spent in discussion of building particulars.

1. We will forward Bill F. detail drawings of the darkroom curtain doors although it will probably be more expedient if we provide and mount the curtains.
2. Venti-louvres may be used to balance air flow. We will provide specifications of those we now use and will indicate our selection of location on layout prints when they arrive.
3. We concur that all interior doors be hinged - two way.
4. Floor will probably be concrete covered with a vinyl tile - mix room and vehicle load bays will probably be a ceramic tile to facilitate cleansing and wash water rinsing.
5. Tire diameter, wheel width and wheel loading of all hoists and dollies must be established to keep from damaging tile.
6. There will be an eight foot basic ceiling throughout the building (18 foot clear in the loading area). Ceiling clear height is to lights. The ceiling is not being stressed for overhead hoists or cranes on monorails. Ceiling will support air conditioning ducts.
7. Darkrooms will all incorporate incandescent lighting. Other areas may be incandescent or fluorescent.
8. Location of floor drains will be agreed upon later. (Drainage facilities must be added to the building, so location can be selected.)
9. Trench drain is recommended for mix and darkrooms.

*Noted
if possible to be
lighter to get
the floor
with the beam*

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10. The method of communication with Bill F. will be verified through Doc. It was suggested that communications be direct rather than through [] or Hdqs. We would, in every case, document any recommendations or approvals by memos to Hdqs. All agreements would be discussed with Rod S. and his group. In event agreement cannot be reached, decision will be left to Hdqs.
 11. Walls will probably be gypsum with masonite wainscot. Color will be medium tone at Bill F's recommendation.
 12. Average occupancy of building is expected to be 18 people.
 13. We will specify stainless steel sinks after receipt of drawing. Bill F. can install more readily during construction.
 14. Present plumbing plans do not call for personnel shower facilities.
 15. Separate outside exhaust systems will be incorporated where necessary and will be provided with dampers.
 16. Upon receipt of drawings, we will:
 - a. Add in location of recommended electrical services and power requirements.
 - b. Locate water lines and drains.
 - c. Specify sinks.
 - d. Coordinate with Rod S. to expedite drawing approval.
 17. Addresses for communication are located in my file under [] Building.

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BLE:LB

cc: J.L.B.
E.L.G.
A.B.S.